

DEPARTMENT OF SOCIAL SERVICES
744 P Street, Sacramento, CA 95814



April 7, 1994

ALL-COUNTY LETTER NO. 94-30

TO: ALL COUNTY WELFARE DIRECTORS
ALL COUNTY AUDITORS
ALL COUNTY FISCAL OFFICERS
ALL COUNTY ADMINISTRATIVE
SERVICE OFFICERS

REASON FOR THIS TRANSMITTAL

- ☐ State Law Change
- ☐ Federal Law or Regulation Change
- ☐ Court Order or Settlement Agreement
- ☐ Clarification Requested by One or More Counties
- ☒ Initiated by CDSS

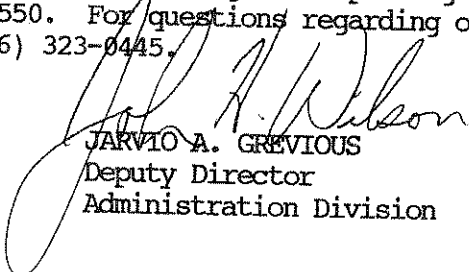
SUBJECT: REPLACEMENT OF THE SSA 4972 QUARTERLY REPORT
OF RECOVERIES OF OVERPAYMENTS WITH THE CA 812
AFDC QUARTERLY REPORT OF RECOVERIES OF OVERPAYMENTS

The purpose of this letter is to notify counties that the enclosed Form CA 812 (AFDC Quarterly Report of Recoveries of Overpayments) will be replacing the SSA 4972 (AFDC Quarterly Report of Recoveries of Overpayments) effective with the April-June 1994 quarter. Although the form has a new number to identify it as a State form, the majority of the data elements are the same as those in the original SSA 4972. Some counties do not currently have a system in place to separately identify new line items such as "Tax Intercept Collections", "Balancing Overpayments vs. Underpayments", and "Claims/Dollars from Active to Closed". Until these counties are able to capture and report this data separately, these new items should be reported in their respective total lines.

This form was developed as a result of substantial feedback and information provided by the County Welfare Director's Association (CWDA) Research and Statistics Committee and fiscal staff from several counties. The new form, CA 812 meets the needs of the CDSS Fraud Bureau's Recovery and Overpayment Collections Unit, satisfies current federal requirements, assists the State in its implementation of Senate Bill 627, gives more detailed instructions to the counties for its completion and will allow counties to more accurately monitor collection performance.

Training for this report will be conducted in May by Ms. Cheryl Mello of the Statistical Services Bureau and John Moist of the Fraud Bureau's Recovery and Overpayment Collections Unit. Training sessions will be held in five locations, in conjunction with the Tax Intercept workshops already scheduled. County staff responsible for completing the CA 812, as well as their supervisors, should plan to attend. A separate letter regarding these sessions will be issued shortly.

If you have any questions regarding the reporting process, please contact Ms. Mello at (916) 653-5550. For questions regarding overpayment collections, contact Mr. Moist at (916) 323-0445.


JARVIS A. GREVIOUS
Deputy Director
Administration Division

Enclosures

c: CWDA

Send one copy to:

CALIFORNIA DEPARTMENT OF SOCIAL SERVICES
 STATISTICAL SERVICES BUREAU
 744 P STREET, MAIL STATION 12-81
 SACRAMENTO, CALIFORNIA 95814

**QUARTERLY REPORT OF OVERPAYMENTS AND COLLECTIONS
 (AID TO FAMILIES WITH DEPENDENT CHILDREN)**

		COUNTY		QUARTER ENDING / /	
DESCRIPTION	CLAIMS FOR ACTIVE CASES		CLAIMS FOR CLOSED CASES		
	CLAIMS (1)	AMOUNT (2)	CLAIMS (3)	AMOUNT (4)	
1. BALANCE OF OVERPAYMENTS AT THE BEGINNING OF THE QUARTER (ending balance last quarter or explain).....		\$		\$	
2. TOTAL OVERPAYMENTS IDENTIFIED DURING QUARTER.....		\$		\$	
3. REDUCTION OF ASSISTANCE PAYMENTS					
a. Claims and amounts of grant reduction.....		\$		\$	
b. Balancing overpayment vs. underpayment.....		\$		\$	
c. TOTAL REDUCTION OF ASSISTANCE PAYMENTS.....		\$		\$	
4. CASH COLLECTIONS					
a. Cash Collections.....		\$		\$	
b. Tax intercept collections.....		\$		\$	
c. TOTAL CASH COLLECTIONS.....		\$		\$	
5. OVERPAYMENTS FOR WHICH COLLECTION WILL NOT BE PURSUED.....				\$	
6. OVERPAYMENTS FULLY RECOVERED.....					
7. BALANCE AT THE END OF THE QUARTER.....		\$		\$	
a. Claims/Dollars from Active to Closed - Discontinued Claims.....	()	\$ ()		\$	
b. Claims/Dollars from Closed to Active - Reopened Claims.....		\$	()	\$ ()	
c. Claims/Dollars Transferred from other counties.....		\$		\$	
d. Other Adjustments (+ or -).....		\$		\$	
e. NET BALANCE AT THE END OF THE QUARTER.....		\$		\$	

COMMENTS:

REPORT PREPARED BY:

TELEPHONE NUMBER

DATE

CA 812 INSTRUCTIONS

GENERAL INSTRUCTIONS

This report is used by the California Department of Social Services (CDSS), Statistical Services Bureau to compile data for the SSA 4972, which is a federal report submitted to the U.S. Department of Health and Human Services. It is also used by CDSS Fraud Bureau, Recovery and Overpayment Collections Unit, to track county collections activity and to determine funding levels resulting from Senate Bill 627. The report is to be submitted within 8 days after the end of the quarter.

DEFINITIONS

1. Active. Active cases are cases with overpayments (claims) that are currently receiving Aid to Families with Dependent Children (AFDC).
2. Closed. Closed cases are cases with overpayments (claims) for which AFDC has been discontinued. Cases and Collections are counted as active or closed based on their status at the end of the quarter.
3. Claims. Individual claims (overpayments) are counted (i.e., if more than one claim exists on an AFDC case, each claim is counted). For lines 3 and 4, since collection can only be made on one claim at a time, show one claim for each collection. If collection is made by any method on Lines 3a, 3b, 4a or 4b, show a claim and the amount on each appropriate line. When an overpayment is being collected from two cases (i.e., individuals from the original claim are now in different AFDC cases) count these as two claims on Lines 3 and 4.
4. Amounts. These are the dollar amounts for the corresponding cases on each line.
5. County source. Where appropriate, note on these instructions your county's source documents for each item. This will help ensure accuracy and continuity in completing this report.
6. Comments. Use this space to explain any adjustments from last quarter's balance to the beginning balance on current quarter.

LINE-BY-LINE INSTRUCTIONS

General: Enter county name and quarter/year at the top of the

report. Enter name of person preparing report, phone number and date at the bottom.

Line 1. Enter the number of claims and dollar amounts shown as the ending balance (line 7e) from the previous report. If this figure differs from last quarter's ending balance, use comments section to explain.

Line 2. Enter the number of claims and dollar amounts for overpayments (claims) identified during the quarter. Newly identified overpayments to claims included on Line 1 will be included on Line 2. Claims entered on Line 2 do not include cases that are transferring in from another county. These should be entered on Line 7c.

(County Source: _____)

Line 3a. Enter the number of claims and dollar amounts collected by reduction of the AFDC grant during the quarter. If your records show a grant reduction on an AFDC case for more than one month in the quarter, count this as one claim.

(County source: _____)

Line 3b. Enter the number of claims and dollar amounts collected by balancing underpayments against the existing overpayments. The full amount of the underpayment that is applied against the overpayment balance is reported in Columns 2 and 4

(County source: _____)

Line 3c. Enter the sum of lines 3a and 3b for each column.

Line 4a. Enter the number of claims and dollar amounts for which recovery was obtained through cash collections during the quarter. Claims for which collections were made during the quarter for both grant reduction and cash collection should be counted on both Lines 3 and 4. The amounts in this line item do not include Tax Intercept Collections.

(County source: _____)

Line 4b. Enter the number of claims and dollar amounts collected from tax intercept during the quarter. Most of these will be from closed cases, but tax intercept collections received on recently reopened cases are counted as active.

(County source: _____)

Line 4c. Enter the sum of lines 4a and 4b for each column.

Line 5. Enter the number of claims and dollar amounts for closed cases determined during the quarter to be uncollectable according to state regulations (MPP 44-350.16) and county policy. Although these are "written off" and will be subtracted from the balance, the county must maintain information on these claims to enable collection if circumstances change.

(County source: _____)

Line 6. Enter the number of claims for which overpayments have been fully recovered. . .

(County source: _____)

Line 7 (claims). Compute the balance for Columns 1 and 3:

(Line 7 = L.1 + L.2 - L.5 -L.6).

Note: While dollar amounts collected are deducted from the balance, claims being collected are not deducted until fully repaid; i.e., claims on Lines 3 and 4 are not included in this computation.

Line 7 (amounts). Compute the balance for Columns 2 and 4

(Line 7 = L.1 + L.2 - L.3c - L.4c - L.5).

Line 7a. Enter the number of claims and dollar amounts for cases discontinued during the quarter in Columns 3 and 4. The same number of claims and amounts must be shown as negative numbers in Columns 1 and 2. These amounts should include cases transferred to another county.

(County source: _____)

Line 7b. Enter the number of claims and dollar amounts for cases reopened during the quarter in columns 1 and 2. The same number of claims and amounts must be shown as negative numbers in columns 3 and 4.

(County source: _____)

Line 7c. Enter claims and dollar amounts for cases transferred into your county from another county. These are not counted in Line 2 as new claims because they have already been established as an overpayment in another county. All claims on this line should be counted as active or closed depending on their status the last day of the quarter.

(County source: _____)

Line 7d. Enter any other adjustments (+ or -). These adjustments must be explained in the "Comments" space or on a separate page. These include changes made to correct errors or to comply with court orders, etc.

(County source: _____)

Line 7e. Enter net balance for the quarter (L.7e = net sum of Lines 7a through 7d). These figures will be used for Line 1 on next quarter's report.